1	(1)	Review relevant loan documents and investigate the claims to determine
2	whether they have merit.	
3	(2)	If Plaintiff is seeking a loan modification to resolve all or some of the claims,
4	Plaintiff shall	prepare a current, accurate financial statement and gather all of the
5	information a	and documents customarily needed to support a loan modification request.
6	Further, Plaintiff shall immediately notify Defendants' counsel of the request for a loan	
7	modification.	
8	(3)	Provide counsel for Defendants with information necessary to evaluate the
9	prospects for	loan modification, in the form of a financial statement, worksheet or
10	application customarily used by financial institutions.	
11	In prep	paration for the telephone conference, counsel for Defendants shall do the
12	following.	
13	(1)	If Defendants are unable or unwilling to do a loan modification after receiving
14	notice of Plai	ntiff's request, counsel for Defendants shall promptly notify Plaintiff to that
15	effect.	
16	(2)	Arrange for a representative of each Defendant with full settlement authority to
17	participate in the telephone conference.	
18	The AI	OR Unit will notify the parties of the date and time the telephone conference
19	will be held.	After the telephone conference, the ADR Unit will advise the Court of its
20	recommendat	tion for further ADR proceedings.
21		
22	IT IS S	O ORDERED.
23	Date: A	August 3, 2016  Nathanael M. Cousins
24		United States Magistrate Judge
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